**COUNTESTHORPE VILLAGE HALL**

**HIRE AGREEMENT FORM**

THIS AGREEMENT is made between the Countesthorpe Parish Council and the HIRER named below in consideration of the sum(s) mentioned. THE COUNCIL agrees to permit the HIRER to use the premises for the purpose and for the period(s) all described below.

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| **YOUR INFORMATION** | | | | | |
| Date of Agreement |  | Hirer’s Name | |  | |
| Address |  | | | | |
|  | | | Post Code | |  |
| Contact Telephone No. |  | | Email Address | |  |
| Organisation (if relevant) |  | | | | |

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| **BOOKING DETAILS** | | | | |
| Room (please select) | 1. Whole of Village Hall (2) Main Hall (with kitchen) (3) Lounge | | | |
| Nature of Event |  | | | |
| Date of Hiring |  | Times |  | |
| No. of Guests / Attendance (Estimate to be provided prior to your event) | | | |  |
| Copy of Public Liability Insurance Certificate attached - Commercial and Group hirings only) | | | |  |

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| **HIRE FEE (PLEASE REFER TO THE ATTACHED HIRE FEES)** | | | |
| Total Hire Fee | | £ | |
| Deposit being paid at time of booking | | £ | |
| Bond | | £50 / £150 (*Please delete as applicable*) | |
| Balance Due | £ | | **Balance payable at least 8 weeks prior to your event** |
| PAYMENTS CAN BE MADE BY THE FOLLOWING METHODS:-  Bank transfer: Acct Name: Countesthorpe Parish Council Sort code: 30-15-97 Account No. 01674343  Cheques made payable to: Countesthorpe Parish Council  Payment by Credit/Debit Card at the Parish Council’s offices (Visa/Mastercard accepted) | | | |

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| **AGREEMENT** | | | |
| THE HIRER AGREES WITH THE Council to be present during the hiring and to perform the provisions and stipulations contained or referred to in the ‘Standard Conditions of Hire’ for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) | | | |
| Signed (*Hirer*) |  | Dated |  |
| Signed (*Village Hall Representative*) |  | Dated |  |
| **COVID-19 –** Please note that the Parish Council is unable to predict any potential restrictions that may be placed on the Village Hall by the government which may affect this booking. Should the Village Hall be instructed to close, the Hirer will not be charged the hire fee and the deposit will be refunded. The Parish Council reserves the right to cancel or not to accept a booking that would not meet the current restrictions set by the government for the period of the booking. | | | |
| Your details will be held on our records the minimum of six years and will not be shared with a third party.  The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act. Countesthorpe Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Please refer to our General Privacy Notice and Policies on our Website at [www.countesthorpeparishcouncil.co.uk/data\_protection](http://www.countesthorpeparishcouncil.co.uk/data_protection) or you can request hard copies of these documents from the Parish Council Manager using the above contact details. | | | |

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| **REFUNDABLE BOND** | |
| Please indicate how you would like to receive the refund of your Bond | |
| Hirers Name |  |
| Date of Function |  |
| Directly into your Bank | Account Name: Sort Code: Account Number: |
| OR By Cheque | Payee Name:- |
| As per the General Data Protection Regulation (GDPR), your personal data must not be kept any longer than it is necessary for the purpose for which the personal data is processed. | |

Thank you for completing your form. Please return it to us as follows:-

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| **PLEASE RETURN YOUR COMPLETED FORM TO US AS FOLLOWS:-** | |
| Address | Countesthorpe Parish Council, Countesthorpe Village Hall, Station Road, Countesthorpe, Leicester. LE8 5TB |
| Email | [manager@countesthorpeparishcouncil.co.uk](mailto:manager@countesthorpeparishcouncil.co.uk) |
| **HOW TO CONTACT US** |  |
| Telephone | 0116 2779518 |
| Website Address | [www.countesthorpeparishcouncil.co.uk](http://www.countesthorpeparishcouncil.co.uk) |
| Countesthorpe Village Hall Facebook | www.facebook.com/people/Countesthorpe-Village-Hall |

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| **OPTIONAL TO ANSWER** | |
| **Where did you hear about Countesthorpe Village Hall?** | * Internet Search / Website |
| * Facebook |
| * Attended a previous event |
| * Word of mouth |
| * The Herald advert |
| * Other |
| * Please tick here if you would like to be included in our mailing list to receive updates on news, offer and information about the Village Hall.   This will go to the email address provided on the Hire Agreement form and you can cancel this at any time by emailing us at [manager@countesthorpeparishcouncil.co.uk](mailto:manager@countesthorpeparishcouncil.co.uk).  Your details will not be shared with any third parties. | |

COUNTESTHORPE VILLAGE HALL

STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, clarification may be obtained from the Parish Council Manager.

For the purposes of these conditions, the term HIRER shall mean an individual hirer, or, where the hirer is an organisation, an authorised representative.

1. THE HIRER is responsible for ensuring compliance with statutory and local smoking restrictions.

2. THE HIRER may apply for an extension to the licence with regard to the sale of alcohol. This is granted upon the discretion of the Management Committee for a small extra fee. (11pm. -11.30 pm.).

3. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, any damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity. Candles, naked flames, fireworks, fire ceremony or any smoke creating activity is not permitted inside or outside of the building. No bouncy castles are allowed. All balloons must be removed or burst at the end of the evening and helium gas bottles removed.

4. THE HIRER is responsible for the supervision of car-parking arrangements so as to avoid obstruction of the highway and exits within the car park. Hirers are reminded that the rear car park will be locked after the event and will not be reopened until the next scheduled use of the building.

5. THE HIRER is responsible for ensuring that people attending their function are told of the actions to take in the event of a fire or other emergency. This includes: how to raise the alarm; what to do on hearing the alarm; how to get out of the building via the fire exits and where the Assembly Point is. This is especially important during evening or weekend functions.

6. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

7. THE HIRER shall ensure that nothing is done on or in relation of the premises in contravention of the law relating to gaming, betting and lotteries. A television licence is not held for the premises and therefore recording, downloading or watching live television on any channel, or downloading or watching BBC programmes on iPlayer, on any device is prohibited. The hirer must have the correct copyright to show films, DVD’s or download from the internet.

8. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage play.

9. THE HIRER shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

10. THE HIRER shall ensure that any electrical appliance brought on to the premises and used there shall be safe and in good working order, and used in a safe manner. Electrical equipment must comply with current legislation and have the appropriate safety certificate. The hirer shall ensure that no person interferes with the sound limiter in the main hall.

11. THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.

12**.** IF THE HIRER wishes to cancel the booking before the date of the event the deposit will be forfeited and payment or repayment of the hire fee shall be at the discretion of the committee.

13. NON PAYMENT If the final payment has not been received 7 days before the function it will be deemed as being cancelled.

14. REFUNDABLE DEPOSIT subject to the standard conditions of hire being met, the refundable deposit/bond will be refunded by cheque to the named hirer (or specified name on hirer agreement) after the event.

15. THE HIRER shall ensure that any under aged guest does not attempt to purchase alcohol. No under aged drinking is permitted.

16. BY COMPLETING THIS HIRE AGREEMENT an individual or external organisation wishing to use the premises for children’s events or activities agrees to comply with the Parish Council’s Children’s Safeguarding Policy.

17. THE HIRER must comply with all relevant legislation relating to minors.

18. THE HIRER shall ensure that the minimum of noise is made on arrival and departure both inside and outside in consideration of our neighbours.

19. THE HIRER shall advise their guests that the drinking of alcohol is not permitted outside of the premises.

20. ONLY ALCOHOLIC AND NON-ALCOHOLIC DRINKS purchased at the bar may be consumed on the premises. No alcoholic or non-alcoholic drinks can be brought onto the site. However provided prior notification is received, wine and champagne may be consumed on the premises with a corkage charge of £4.00 (plus VAT) per bottle for toasts/welcome drinks only. Friday and Saturday evening bookings, after 6 pm, must include the bar.

21. THE HIRER shall ensure that no animals, except guide dogs, are brought into the hall without prior agreement.

22. AT THE END of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge. Tables and chairs are to be put out and put away by the hirer.

23. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, or a special Parish Council meeting in which case the Hirer shall be entitled to a refund of any deposit or fee already paid.

24. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.

25. THE COMMITTEE is not responsible for loss or damage to personal property.

26. CAR PARK is used entirely at the owners own risk.

27. THE MANAGEMENT COMMITTEE reserves the right to refuse bookings for 21 year old parties. No 18 year old parties are allowed.

28. THE COMMITTEE does not accept bookings for activities that could be deemed offensive to the local community

29. FORCE MAJEURE the Management Committee shall not be liable in any way for failure to perform, or delay in performing any obligations under these terms of business if the failure to delay is due to causes outside reasonable control including, but not limited to, act of God or governmental act, fire, explosion, flood, accident, civil commotion or industrial dispute (‘Force Majeure’). In the event of a Force Majeure arising we will notify you as soon as reasonably practicable.

30. EMERGENCY CENTRE the Village Hall is designated as an Emergency Centre to be used in the event that the community of Countesthorpe are displaced from their homes as the result of an emergency. In the event of such an emergency hirers will be required to vacate the premises. Due to the nature of an Emergency Centre the Committee may be unable to give notice.

31. BUSINESS OR COMMERCIAL ORGANISATIONS who hire the premises for an event must possess their own Public Liability Insurance and provide proof of this to the Parish Council.

**July 2022**

**COUNTESTHORPE VILLAGE HALL – HIRE FEES**

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| **DEPOSIT (required at the time of booking)** | | | |
| £50 | £50 or the whole hire fee whichever is lower. If the event is cancelled the deposit value is non-refundable | | |
|  | | **£**  **Countesthorpe**  **Resident** | **£**  **Non-Resident** |
| **BOOKING FEES** | |  |  |
| **MAIN HALL (including use of Kitchen)**   * Fridays between 1pm and 5pm * Saturdays between 8am and 5pm * Sundays between 8am and 10pm | | 16.50 per hour  (Min 3 hrs) | 22.00 per hour  (Min 3 hrs) |
| **LOUNGE HIRE**  For hours when Bar not in use | | 6.60 per hour  (Min 3 hrs) | 10.00 per hour  (Min 3 hrs) |
| **MAIN HALL AND LICENSED BAR** (including Kitchen and Lounge) **(For Private Functions and Commercial Use for which access is limited by invitation)**  Fridays 6pm to midnight | | 122.00 | 153.00 |
| **MAIN HALL AND LICENSED BAR** (including Kitchen and Lounge) **for Community and Non-Profit Making Events that are open to Countesthorpe residents)**  Fridays 6pm to midnight | | 16.50 per hour  (Min 3 hours) | NA  (For Countesthorpe Groups only) |
| **MAIN HALL AND LICENSED BAR**  Saturdays 6pm to midnight  Includes the use of the Kitchen and Lounge | | 200.00 | 260.00 |
| **MAIN HALL (ALL DAY-includes a 10% reduction)**  Saturdays 8am to midnight. The Licensed Bar facility must be used between the hours of 6pm and midnight. (The Lounge can be booked at an extra charge between the hours of 8am and 6pm) | | 340.00 | 440.00 |
| **EXTRAS** | |  |  |
| **SETTING UP AND CLEARING AWAY TIME**  SUBJECT TO AVAILABILITY, Friday evening may be booked for setting up for Saturday All Day events.  Fridays between the hours of 6pm and 10pm and Sundays between the hours of 8am and 10am | | 20.00 per hour  (Min 4 Hours) | 25.00 per hour  (Min 4 Hours) |
| **BAR EXTENSION**  The Bar closes at 11.00pm. Applications in writing to extend the closing time to 11.30pm. | | 27.00 | 55.00 |
| **CORKAGE** per bottle | | 5.00 + vat | |
| **BONDS** | |  | |
| **BOND for bookings without the Bar facility**  Non-compliance with the Standard Conditions of Hire could result in the Bond being withheld. | | 50.00 | |
| **BOND for bookings with Licensed Bar facility**  Non-compliance with the Standard Conditions of Hire could result in the Bond being withheld. | | 150.00 | |
| **Wakes (no bond required)** | | 0.00 | |
| **CANCELLATION CHARGE** | |  | |
| For cancellations with more than 7 days’ notice | | £50 | |
| For cancellations within 7 days of event | | Bond amount | |

**July 2022**